



THE CONSTITUTION OF
THE UNIVERSITY OF ZAMBIA BUSINESS
AND ECONOMICS ASSOCIATION

**THE NAME OF THE ASSOCIATION IS THE UNIVERSITY OF ZAMBIA
BUSINESS AND ECONOMICS ASSOCIATION**

THE ADDRESS OF THE ASSOCIATION IS:

**UNIVERSITY OF ZAMBIA BUSINESS AND ECONOMICS
ASSOCIATION (UNZABECA)
C/O THE ECONOMICS DEPARTMENT,
UNIVERSITY OF ZAMBIA,
P.O.BOX 32379
LUSAKA,
ZAMBIA.**

CONSTITUTION OF UNZABECA

ARTICLE 1 : The association shall be called THE UNIVERSITY OF ZAMBIA
BUSINESS AND ECONOMICS ASSOCIATION

ARTICLE 2 : OBJECTIVES

- 2.1 To bridge the gap between theory and practice in ECONOMICS via
 - 2.1.1 Seminars, group discussions, debates, panel discussions and interviews
 - 2.1.2 Tours or areas of industrial activity and government departments to obtain information on their activities.
- 2.2 To educate the association in general on the role of economics in real life.
- 2.3 To establish links with organisations whose functions would be relevant to the association.
- 2.4 To obtain, from potential employers, information on available jobs, terms of employment and other requirements in order to give completing members adequate information on jobs and increase their range of choices.
- 2.5 To give members and the student populace greater insight into the economy of Zambia.
- 2.6 To promote the academic welfare of all economic students at The University of Zambia.
- 2.7 To promote inter-university relations inside and outside Zambia through tours and correspondence.

ARTICLE 3: MEMBERSHIP

- 3.1 Membership shall be open to all bonafide students of the University of Zambia
- 3.2 Membership shall only take effect upon payment of membership fee determined by the executive committee upon being elected
- 3.3 Any bonafide member of the association shall choose to belong to any of the sub-committees stated in article 6.

- 3.4 Membership shall be open to non- university students and shall meet the following conditions:
- They shall pay a higher subscription fee than students;
 - They shall accept the associations constitution;
 - They should possess a relevant background pertaining to issues of Business Economics
 - Honorary membership shall be open to distinguished
Zambian citizens resident in Zambia

ARTICLE 4: TERMINATION OF MEMBERSHIP

A person will cease to be a member:

- 4.1.1 upon failure to pay the stipulated subscription of
membership fee.
- 4.1.2 Upon completion of his/her studies; and
- 4.1.3 upon death

ARTICLE 5: COMPOSITION AND ELECTION OF THE EXECUTIVE

5.1 The executive shall consist of Ten (10) members:

1. PRESIDENT
2. VICE PRESIDENT
3. SECRETARY
4. VICE SECRETARY
5. TREASURER
6. PROJECTS CO-ORDINATOR
7. PUBLICITY SECRETARY
8. THREE COMMITTEE MEMBERS

5.2 Members of the executive shall be elected at a duly constituted general meeting held no later than the first **nine weeks of the second semester**.

5.3 The position of President is open to any third year ECONOMICS MAJOR students although at the time of elections he/she must be in his/her second semester. The student needs to have been an active and paid up member for at least two semesters.

5.4 The rest of the posts shall be open to any Economics major students

5.4.1 Posts of chairmanship for sub- committees shall be open to both major and minor students in Economics.

5.5 For the elections to take place, at least two thirds of the paid up members should be in attendance.

5.6 PROCEDURE OF ELECTIONS

A motion shall be carried to select names to contest for each post. These shall be from those nominated.

5.6.1 The elections shall be conducted through secret ballot.

5.6.2 The secretary with help of the treasurer should compile a list of paid up members a day before the elections

ARTICLE 6: The association shall have 4 sub committees, whose chairpersons shall be appointed and approved by the executive. The chairpersons of the committees shall report to the vice president through monthly reports except the internship committee which shall report directly to the president

1. PUBLICITY COMMITTEE
2. PROJECTS COMMITTEE
3. FUNDRAISING COMMITTEE
4. ADVISORY AND DISCIPLINARY COMMITTEE

ARTICLE 7: POWERS AND DUTIES OF THE SUB COMMITTEES

7.1 PUBLICITY COMMITTEE

Shall be responsible for all the publications of all the association's reports, journals and general publicity of the organisation.

7.2 PROJECT COMMITTEE

7.2.1 Shall be responsible for the organisation of seminars, group discussions, debates, quiz, tutorials, video shows, panel discussions and tours.

7.2.2 Shall be in charge of helping out students in their academics through provision of data

7.3 FUNDRAISING COMMITTEE

7.3.1 Shall undertake to organise all possible fundraising ventures to beef up the coffers of the association in which all members of the association shall be called upon to participate.

7.3.2 Shall be in charge of the association's owned businesses and will carry out audits on such businesses on behalf of the association.

7.4 DISCIPLINARY COMMITTEE

7.4.1 Shall maintain order during all meeting and functions.

7.4.2 The disciplinary chief shall recommend to the executive to leave out any ill mannered members from attending the function at which such misconduct is in the association.

7.4.3 The disciplinary chief shall restrain any non payed up member from attending any function of the association

7.4.4 The disciplinary committee shall have the power to expel any committee member who displays indiscipline and lack of commitment.

ARTICLE 8:

8.1 PRESIDENT

8.1.1 Shall chair all committees and general meetings unless he/ she designates someone else to do so.

8.1.2 Shall guide the association towards achieving its set objectives.

8.1.3 Shall see to it that meetings are properly convened and that order is maintained during such meetings for the smooth running of the association.

8.1.4 Shall represent the association at all functions at which the association is invited unless he/she designates.

8.1.5 The president can establish a committee to look in a certain assignment if need be.

8.1.6 Shall oversee all financial matters of the association by receiving financial statements from the treasurer and approving disbursement of funds.

8.2 VICE PRESIDENT

8.2.1 Shall assume the chairman's duties in the absence of the latter.

8.2.2 Shall monitor all subcommittee activities and report to the president

8.2.3 Shall chair the internship committee whose sole mandate is to formulate strategies in creation of internship opportunities.

8.3 SECRETARY

8.3.1 Shall in consultation with the chairman's draft agenda for all meetings.

8.3.2 Shall handle all correspondence on behalf of the association.

8.3.3 Shall take all minutes of all general meetings and furnish all members with such minutes.

8.3.4 Shall supervise the Vice Secretary and delegate duties

8.4 THE VICE SECRETARY

8.4.1 Shall be the secretary in the absence of the latter.

8.4.2 Shall together with the secretary take all minutes of all meetings.

8.4.3 Shall be in charge of all membership registration of the association.

8.4.4 Shall make sure the association is registered with DOSA at all times.

8.5 PUBLICITY SECRETARY

8.5.1 Shall publicise the association's activities.

8.5.2 Shall give interviews to the press and release press statements unless otherwise stipulated that someone else should do so.

8.5.3 Shall organise venue for general meetings.

8.5.4 Shall establish strategic plans on the ways of increasing the effectiveness of the association's publicity.

8.6 THE TREASURER

8.6.1 Shall be responsible for the association's funds.

8.6.2 Shall present a financial report at the first and last general meetings of the association or at any other meeting provided 7 days notice is given to him/her.

8.6.3 Shall collect membership fee and provide an up to date list of paid up members to the secretary for record.

8.6.4 The treasurer shall submit monthly financial reports to the president and shall disburse funds to executive members when needed with approval from the president.

8.7 PROJECTS CORDINATOR

8.7.1 Shall take up responsibility for the organisation of all special projects that are not classified in the other committees.

8.7.2 Shall be responsible for the identification of extra-curricular activities that the association can participate in.

8.7.3 Shall keep all academic materials of the association through the resource centre.

8.7.4 Shall organise a group to represent the association in any competition e.g. debate

8.8 COMMITTEE MEMBERS

8.8.1 Shall take up responsibility for any of the above members of the committee who be absent for some reason.

8.8.2 Shall ensure successful implementation of the sub-committees' activities.

8.8.3 Two committee members will be under the office of the president, one under treasurer.

ARTICLE 9: ADVISORY BOARD

Shall consist of two members of staff;

9.1 The head of department of ECONOMICS shall automatically qualify to be the Administrative Advisor whose duties would be to ensure smooth running of the association.

Should the Head of Department decline the offer above, the executive shall upon its own discretion appoint any member of staff in the department.

9.2 The academic advisor shall be chosen from the members of staff other than the Head of Department who shall advise on academic matters.

ARTICLE 10: PATRONSHIP

The patron shall be chosen by the executive from the business community and may continue to be so unless he/she or the executive's term of office expires.

ARTICLE 11: AFFILIATIONS

The association shall be affiliated to the University of Zambia Students Union (UNZASU) and the Dean of Students Affairs (DOSA)

The association shall also be affiliated to the mother body THE ECONOMICS ASSOCIATION OF ZAMBIA.t

ARTICLE 12: LEGAL ADVISORS

Shall be appointed in conjunction with UNZALAW. The Legal advisor shall be chosen from students of Law and he/she will be in their third year going into their fourth year.

ARTICLE 13: SOURCES OF FINANCE AND MAINTAINANCE OF FUNDS

13.1 The business community and voluntary organisations will request to help with finance.

13.2 The association's money shall be kept in a bank account with a registered financial institution whose signatories shall be the **treasurer, chairman and secretary**.

13.3 The association's account will be operated by the treasurer, chairman, and the secretary with every transaction in the said account.

ARTICLE 14: PROCEDURE OF THE CONVENING OF MEETINGS

14.1 Any member of the executive with approval from the president can call for a meeting.

14.2 a minimum of one general meeting shall be held every month.

14.3 members will be free to suggest items to be put on the agenda for meetings with suggestions being made at least a week prior to such a general meeting.

ARTICLE 15: VOTE OF NO CONFIDENCE

15.1 A motion of no confidence in the executive will be submitted to the executive at least seven days in advance of a general meeting and must have a proposer and a seconder.

15.2 The committee shall at an extra ordinary meeting defend itself from the motion of no confidence vote, following which voting shall continue.

15.3 A two third majority for the membership is required for a motion of no confidence to be adopted.

15.4 An interim committee will be elected to assume leadership of the society and prepare for fresh elections of the executive.

15.5 The interim committee shall have 14 days within which to organise fresh elections for the executive.

ARTICLE 16: DISSOLUTION OF THE ASSOCIATION

16.1 The association may be dissolved at an extra ordinary general meeting by at least two thirds majority of the general membership.

16.2 The executive may recommend dissolution of the association of the association when:

1. The association is inactive for a period in excess of one semester; and
2. The membership is too small to justify the existence of the association.

ARTICLE 17: AMENDMENTS OF THE CONSTITUTION

17.1 A two thirds majority of the membership shall be required for the approval of the amendment of the constitution.

ARTICLE 18: CRITERIA FOR TOURS OR ANY OTHER FUNCTIONS

18.1 Only paid up members shall benefit.

18.2 In case of limited number required only those who fulfil Article and are committed in terms of attendance of all meetings shall benefit.